

ROUTING AND RECORD SHEET

82-2623/6

SUBJECT: (Optional)

1984 Congressional Budget Guidance

STAT: [REDACTED]		EXTENSION	NO.
STAT: DDA/MS 7D18 HQ			DATE 26 November 1982
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. OS/B&F 4E70 HQ			COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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26 November 1982

MEMORANDUM FOR: Budget and Plans Officers
Directorate of Administration

FROM:

DDA Management Staff

SUBJECT:

1984 Congressional Budget Guidance

1. Attached is a copy of Budget Guidance #3 from the Comptroller.

2. Even though a particular schedule/resource exhibit does not necessarily apply to your Office, you are required to submit the schedule noting "Not Applicable" and include in your submission under the appropriate tab number indicated in the 1984 Congressional Budget Table of Contents.

3. Please note that Attachment G - Cumulative Agency Ranking - has been manually adjusted by the Management Staff to reflect 1984 PS and NPS adjustments provided to you on 24 November. You are requested to verify these adjustments which are carried forward to the outyears as indicated on Attachment G. Further, the Supplemental Support information for outyears provided to you at the meeting on Monday has been included in Attachment G; therefore, disregard the Supplemental Support handout. Otherwise, there will be a duplication in the cumulative outyears total.

4. If there are any questions concerning 1984 Congressional Budget computations provided to you by this office, please contact us promptly so we can reconcile these differences immediately.

Attachment

REGARDED TO CONFIDENTIAL
WHEN SEPARATED FROM ATTACHMENT

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23 NOV 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel A. Childs, Jr.
Comptroller

SUBJECT: 1984 Congressional Budget Guidance--#3 [redacted]

1. The attachments to this memorandum provide further guidance on the preparation of CIA's 1984 Congressional Budget. Specifically, they deal with: (1) formats for five resource exhibits--ADP, R&D, Procurement, Major Projects, and External Analysis, and (2) out-year data. [redacted]

2. Instructions for the submission of the materials for the resource exhibits, along with sample formats, are in Attachments A through E. The Summary of Major Projects is new this year, but is largely a consolidation of parts of last year's R&D and Procurement Schedules. The other schedules have been revised to address specific concerns of congressional staffers as well as to simplify certain data elements. [redacted]

3. Out-year data for your directorate, adjusted for DCI changes and intradirectorate personnel adjustments reflected in my 15 November memorandum, is provided in the ranking at Attachment F. You will note there are several items in the ranking (personal services and travel adjustments, MEDICARE, and 1982 pay raise) which must be allocated among your various Expenditure Centers. Your Expenditure Center and Consolidated Expenditure Center submissions should incorporate these adjustments. Attachment G provides out-year data by Expenditure Center as currently contained in the approved Agency ranking, i.e., prior to the changes to reflect the spread of the directorate adjustments to Expenditure Center. [redacted]

4. Members of my staff will be happy to answer any questions you may have on this material. [redacted]

[redacted]
Daniel A. Childs, Jr.Attachments:
As StatedDowngrade to UNCLASSIFIED When
Separated From Attachments

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ATTACHMENT A

Program-Wide ADP Schedule Instructions

1. Our congressional reviewers have asked that this year's submission on Program-Wide ADP provide an expanded treatment of ADP use in the Agency which describes how it supports the intelligence process and its impact on productivity and quality.
2. Each component should provide an ADP summary (as described in the Program Call for 1984) for each Consolidated Expenditure Center to which it contributes. In Part B of the summary, a brief description of component ADP applications should be provided which is similar to that requested for the activity summaries in paragraph 3 below. These descriptions will be incorporated into a narrative summarizing Agency ADP activities in our Congressional Budget Justification.
3. A narrative description of the following key ADP activities is required either as an element of the ADP summary or as a separate statement:

SAFE*

NPIC Data System*

CRAFT*

Central ADP Support

LIMS

CAMS

ALLSTAR*

Each of these key activity narratives should contain:

- a. A profile of staffing and funds requested for the period 1982 through 1988 including a brief explanation of the reasons for changes between the 1983 and 1984 amounts. (Related costs which are not highlighted in ADP SOC's should be included in the ADP summary as other costs so that the ADP summary amount will equal project costs that may be described elsewhere in the budget justification.) Where appropriate, asterisked (*) activities, above, should also include funds expended for the 1978-81 period in this profile.
- b. A brief discussion of what the system provides in 1984, who it serves, its benefits to the intelligence process. This should include a summary of significant accomplishments during the past year (through November 1982) which will serve to show the value of the activity to congressional readers. This should be supported by concrete examples, service statistics, and other descriptions to help reviewers better understand the purpose and value of the system and the requirements it supports.

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- c. A description of the hardware and programming effort required to support the system.
 - d. A description of enhancements and new activities that are being undertaken in 1984 and a statement of status on activities under development. Milestones such as IOC and FOC dates should be included, along with information on contractors, and quantities of equipment systems being added.
4. In addition, ODP should apportion its resource request to reflect central support services provided to each of the seven Structural Categories for the period 1982-1984.

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ATTACHMENT A-1

Format for ADP Key Activity Summary

Directorate _____
 Expenditure Center _____
 Consolidated Expenditure Center _____

(Activity Name)

I. Resource Requirements

A. Resource Profile

(Dollars in Thousands)

	<u>1978-1981</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
Funds								
Positions	--							

B. Explanation of Change-1983/1984

II. Description of System

One or two paragraphs about purpose, benefits (including examples to show the utility of the activity), recent accomplishments, and current capabilities.

Another paragraph should describe physical characteristics of the system and its support requirements.

III. Developmental Plans

Where development of the activity either is planned or is underway, a discussion of the changes, planned capabilities, and developmental milestones should be included.

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ATTACHMENT B

Research and Development Schedule Instructions

The Research and Development Schedule for the 1984 Congressional Budget Submission will have four parts, each part displaying positions and dollars for 1982, 1983, and 1984. The total resources should equal the sum of resources in all FANs identified in FRS with "RDE" coded in the sub-II field. Those projects (FANs) are summarized in the FRS report F100025RC, which is being modified to show column totals for positions and dollars for all three years. The total for each part will be equal and in agreement with FRS report F100025RC. We anticipate that only DDS&T and DDA (OS and OC) Expenditure Centers will be contributors to the R&D Schedule.

Part I is a summary of positions and dollars by Structural Category.

Part II is a summary of positions and dollars by Expenditure Center.

Part III shows R&D dollars identified in subobject classes 2530 and 2533. In addition, a summary is provided for other management and support costs (SOCs other than 2530 and 2533) in "RDE" FANs. Together these two categories will equal the totals identified in FRS report F100025RC.

Part IV is a detailed breakdown by Expenditure Center of the major R&D items costing \$1 million in either 1982, 1983, or 1984 and other high interest items. A suggested list of the R&D items to be shown is in Attachment B-2. Each major R&D item funding profile should be accompanied by a brief description (one or two sentences) that explains the key objectives and status of the item.

Expenditure Center materials for Parts I, II, and III should be submitted in the format shown in Attachment B-1. Part IV of the R&D Schedule should follow a format similar to that shown in Attachment B-1 with headings for categories and Expenditure Centers and positions and dollars for each project.

The submission for Part IV should include all resource data as in Attachment B-1, with stub entries consistent with items in Attachment B-2.

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RESEARCH & DEVELOPMENT
(Dollars in Thousands)

FY 1982
Positions Dollars

FY 1983
Positions Dollars

FY 1984
Positions Dollars

PART I (BY STRUCTURAL CATEGORY)

25X1

TOTAL CATEGORY R&D PROJECTS

PART II (BY EXPENDITURE CENTER)

ORD
OSO
OD&E
NPIC
OTS
OC
OS
OTHERS AS APPLICABLE

TOTAL EXPENDITURE CENTER R&D PROJECTS

PART III (BY OBJECT OF EXPENSE)

R&D (SOC 2530/2533)
MANAGEMENT SUPPORT

TOTAL OBJECT OF EXPENSE R&D

ATTACHMENT B-1

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ATTACHMENT C

Procurement Schedule Instructions

Expenditure Centers are requested to provide a listing for 1983 and 1984 of procurement items in categories as follows: (1) those with a Per Unit Cost of \$500,000 or more, to include the unit name, quantity, unit price, and total costs; (2) those costing less than \$500,000 per unit but which have significant (\$500,000 or more) cumulative costs, to include the name of the item and total costs; and (3) all other procurement items. The latter should be listed as a single total for the Expenditure Center with a brief explanation of the type of categories of items involved (e.g., electric typewriters, furniture, books, miscellaneous office supplies). The totals should match the totals for major object classes 26 and 31. Any significant change in the data for 1983 as reflected in the 1983 Congressional Budget should be explained.

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Directorate _____
Expenditure Center _____
(To Be Completed for FY 1983 and
FY 1984)

PROCUREMENT SCHEDULE
(Dollars in Thousands)

<u>Nomenclature</u>	<u>FY 1983</u>			<u>FY 1984</u>		
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
SUPPLIES (MOC 2600)						
Items with cumulative cost of \$500,000 or more:						
Miscellaneous other items: (Total Cost Only)						
TOTAL SUPPLIES						
EQUIPMENT (MOC 3100)						
Items with dollar value of \$500,000 or more per unit:						
Items with cumulative cost of \$500,000 or more:						
Miscellaneous other items: (Total Cost Only)						
TOTAL EQUIPMENT						
TOTAL SUPPLIES AND EQUIPMENT						

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ATTACHMENT C-1

ATTACHMENT D

Instructions for Summary of Major Projects

This new section of the Congressional Budget Justification Book is designed to provide external reviewers with a brief description and ten-year funding profile of major projects in the Agency's budget. It replaces project descriptions which previously were parts of the Procurement and RD&E Schedules.

Attached is a sample format and a list of the major projects which are to be included in this Summary. The list specifies which components are to provide contributions for each project. The submission should include a ten-year (1978-1988) funding profile of total direct costs (e.g., capital investments and personal services costs which are directly attributable to a project should be included, whereas indirect management support costs should not). The project description section should include a brief background and description of the program, the primary objective(s) of the program, accomplishments and milestones, who performs the work (which contractors, government agencies, etc.), and number of systems planned for procurement.

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Directorate _____
Expenditure Center _____

Summary of Major Projects
(Dollars in Thousands)

Major Projects	Cost 1978-1981	Estimated Actual Cost 1982	Budgeted Cost 1983	Estimated Cost 1984	Estimated Cost 1985	Estimated Cost 1986	Estimated Cost 1987	Estimated Cost 1988
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Name

Description

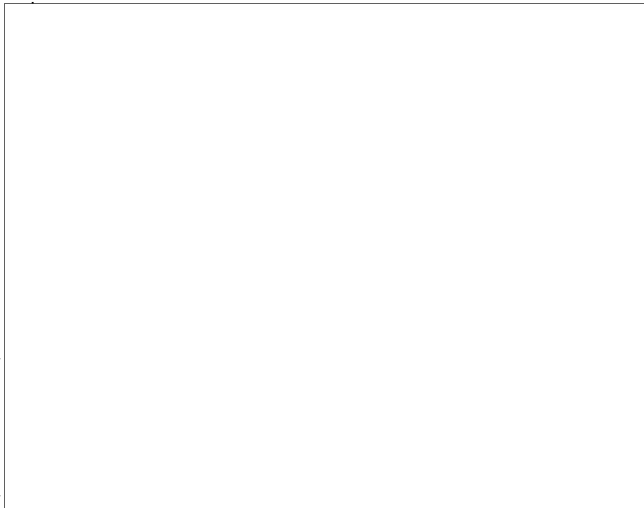
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ACRMENT D-1

ATTACHMENT D-2

List of Projects to be included in SummaryResponsible Component

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DDS&T/OSO
 DDA/OC
 DDS&T/OSO
 DDS&T/ODE
 DDS&T/ODE
 DDS&T/ODE
 DDA/OL
 DDS&T/NPIC
 DDS&T/OSO
 DDS&T/OTS
 DDS&T/OSO
 DDS&T/OTS
 DDO/IAD and DDS&T/OTS
 DDS&T/FBIS
 DDS&T/NPIC

Projects addressed in ADP Schedule*

25X1

ALLSTAR Upgrade
 CRAFT

SAFE

DDO/IMS
 DDO/IMS

DDI/ODDI

*No funds or narratives are needed on this Summary for these projects as they will be described in detail on the ADP Schedule.

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ACHMENT E

External Analysis Schedule Instructions

We intend to make the External Analysis Schedule for the 1984 Congressional Budget Justification more useful for reviewers by describing the substantive policy or research issues to which the contracts contribute. External analysis detail should be provided by Expenditure Center as in the past, including project title, descriptive information, and funds for 1982, 1983 and 1984, as appropriate. Each office should provide a brief overview of how it uses external analysis to complement the directorate research/production program. Contracts should be grouped by substantive issues with a brief paragraph describing each overall research issue addressed by the particular group of contracts. There is no need to provide target data or indicate whether the contract is part of a New Initiative.

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Directorate _____
Expenditure Center _____

External Analysis Schedule
(Dollars in Thousands)

Office Overview: Purpose of external analysis in the overall office research/production program.

Research Issue: Description of particular issue/type of effort that the following subgroup of contracts addresses.

Project Title/Description/Contractor*

FY 1982

FY 1983

FY 1984

Total Request

*For projects terminating in 1982 provide project titles and amounts only.

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ATTACHMENT E-1

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